

Student Fee Advisory Committee Meeting Minutes

Date: March 8, 2024

Time: 9:00 AM – 10:00 AM

Location: USU 205

Attendees:

Mitali Jain, Teresa Falcon, Alvin Tu, Sarah Kasem, Jeremy Ramos, Marianne Hata, Pei Fang, Praveen Soni, Jeff Klaus, Anthony Saucedo, Suzie Payne, Veronica Hernandez

1. Welcome

Jeff Klaus served as acting Chair in place of Beth Lesen.

2. Approval of Agenda

The agenda was reviewed and approved without changes.

3. College of Professional and Continuing Education (CPaCE)

Presenters: Tom Owen (Director of Admin, Finance and IT), Tiffanye Vargas (Associate Dean), Michael Clements (ASM)

Fee Proposals:

MS Healthcare Administration (MSHCA):

Last fee increase: 2012

Proposed increase: \$550 per unit

Total increase: \$4,050

MS Emergency Services Administration (MSEMER):

Last fee increase: 2018

Proposed increase: \$625 per unit

Total increase: \$4,032

Discussion Highlights:

Both programs have experienced significant growth and rising operational costs.

Salary increases (~17% over 3 years), advertising, recruitment, and overhead were cited as primary cost drivers.

Suzie noted the effective date should be corrected from Spring 2024 to Fall 2024.

Teresa inquired about the breakdown of expenses, particularly salaries and supplies.

One abstention recorded.

Committee acknowledged that fees remain below market rates.

4. College of the Arts (COTA)

Presenter: Chanel Acker (ASM)

Fee Proposals:

Animation Consumables Fee:

First-time course fee to streamline material purchases by the department.

Teresa suggested exploring a support fund for additional needs.

Shop Fee:

Existing fee set too low; proposed \$5 increase.

Correction noted by Suzie: fee should be \$28, not \$29.

Milton recommended annual review of the fee.

Film Insurance Fee:

Presented by Adam.

New courses require production insurance but currently lack associated fees.

Outcome:

All proposals were approved unanimously.

5. Adjournment

Meeting adjourned at 10:00 AM.

Additional Notes:

Future meeting will include a discussion on the fee approval process, comparing current practices with Executive Order (EO) procedures.

Carryover funds were discussed. The committee noted that a yearly report is submitted to the Chancellor's Office. If more than 10% is carried over, justification is required—often due to early-year expenses.